MyReports allows you to run reports against ASU's data warehouse, including OASIS PeopleSoft. The query **HR Expenditures by Account** will allow you to create a listing of gross pay including student work-study pay.

There are three pre-built queries within the HR Expenditures by Account query:

- **Query Salaries, Wages, and ERE** – (this query contains salaries, wages and ERE)
- **Query Salaries and Wages** – (this query contains salaries and wages only)
- **Query ERE** – (this query contains ERE only)

If you already have a Human Resources Data Warehouse ID you will also be able to run queries in myReports. Please refer to the myReports welcome page for information on requesting access to myReports.

http://www.asu.edu/it/eds/welcome.html

**INSTRUCTIONS ON RUNNING THE QUERY:**

- Go to the myReports Web site  http://www.asu.edu/it/eds/welcome.html
- Click on **Go to My Reports**
- Log on using your ASURITE ID and Password
- Double Click on Human Resources folder

- Double Click on HR.Expenditures by Account.bqy
Choose which query to run, in this example click on Query Salaries and Wages.

Click on PROCESS to run the query.
• Two Limit Boxes will now open. One for **Pay End Date** and One for Account. You must specify the **pay end date** and account. Click on OK. Make sure to use Upper Case letters.

• The results table will include all gross pay, workstudy and non-workstudy.
- Click on the Pivot section to customize your results to only include fields you want to view in your results.
To customize your Pivot table click on and drag the desired fields into the **Row Labels** and **Facts**. In this example we dragged the following fields into **Row Labels**: Pay End Date, Emplid, Name, ASU Expenditure Cd, Erncd, Transaction Nbr , Approval Oprid. The field Approval Oprid equal to asuca008.sqr will indicate a Redistribution Entry created from the Workstudy job. These entries are the credits to departmental accounts to move the 70% of gross pay for workstudy students to the Federal Workstudy Account. **Facts** drag Amount.

The work-study redistribution program selects all STH earnings code transactions, both work-study and non-work-study employees, and these STH earnings are then matched against the Student Database to identify students with work-study awards. If a work-study award is located, the program creates a Redistribution Entry which credits the account that was charged for the payroll expense for 70% of the expense. You can identify a redistribution entry by the Approval Oprid equal to asuca008.sqr.

If there are any questions regarding these instructions please contact your **accountant** in Financial Services.